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Executive Registry
64-62

7 DEC 1963

MEMORANDUM FOR: Executive Director-Comptroller

ATTENTION : Chief, Budget Division

THROUGH : Deputy Director for Support 7 DEC 1963

SUBJECT : Request for Funds for Operation of the []
[] Balance of FY 64

1. This memorandum contains a request requiring your approval. Such request is contained in paragraph 5.

2. A preliminary estimate made in June 1963 of fund requirements for the [] (clerical pool) was \$1,010,000. In August that estimate was revised, to meet average employment requirements, to [] This was further reduced by a recommended reduction [] and a deferral of [] leaving a final approved figure of []

3. On 1 July there were [] personnel on duty in the [] and charged against these funds (certain clericals processed by the [] are, in fact, slotted to certain offices who, by that action, assume the salary burden). The first of August there []

4. In October it became evident that the strength/ceiling problem was increasingly critical and that it was necessary to make hard estimates of the clerical requirements for the rest of this fiscal year. Professional requirements could be counted against requisitions and vacancies; while, by the very nature of the mechanism, the pool personnel are processed against open requirements. Consequently, on 30 November Personnel Operations Division requested the Heads of all Agency components to provide the firmest possible estimates of true clerical needs to be supplied by the pool mechanism for the balance of the fiscal year. As a result of that study, we now forecast an on duty level in the pool of an average of [] per month, January through June (this contrasts with average monthly on duty strength of [] for the first six months of this fiscal year). The [] per month is based on requirements averaging [] per month and an average stay in the pool of 1 1/2 months. In addition to these [] full-time details charged to the pool including [] at the White House. We estimate salary cost for this strength at []. As of 15 November, as indicated above, the obligations were in []

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Excluded from automatic downgrading and declassification
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25X1 excess of approved funds by [] We further estimate that salary
25X1 costs from 15 November through the end of December will be approximately
[]

5. It is requested that additional funds in the amount of [] be 25X1
approved for the operation [] for the balance 25X1
of fiscal year 1964.

[] 25X1
Emmett D. Echols
Director of Personnel

The recommendation contained in paragraph 5 is approved.

Executive Director-Comptroller

Date

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25X1 OP/POD/[] mkv (9 Dec 63)

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